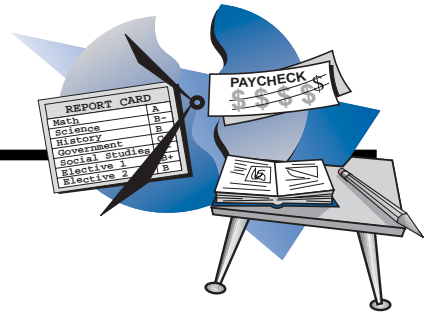


Teen Workers



Have Two Jobs



Many Washington employers hire workers under the age of 18 to work in restaurants, grocery stores and in offices, among other non-agricultural jobs.

This brochure should answer most questions employers and teen workers may have about non-agricultural work rules, permits and conditions for working minors. If you have additional questions, please contact your local Department of Labor and Industries (L&I) office.

What does an employer have to do to employ minors?

Post a current minor work permit endorsement

Employers are responsible for getting a minor work permit endorsement for each workplace if they employ minors. They can get one with the Master Business License application. This application can be obtained through the Department of Licensing or any L&I office. The Master Business License with current minor work permit endorsement must be posted.

Keep specific information on file for each minor worker

An employer must have the following information about each minor worker on file at the minor's work site:

■ Proof of age

A copy of one of the following is required:

- Birth certificate
- Driver's license
- Baptismal record
- Notarized statement from parent or legal guardian

■ Personal data

Name, address, date of birth and a copy of the minor's Social Security card.

■ Employment description

Earliest and latest work hours, total number of hours of work per week and a complete description of duties.

■ A parent/school authorization form from each minor worker

This form is provided to the employer by Labor and Industries.

The parent/school authorization form must be signed by a student's parent/guardian and school if the student is working during the school year. It must be kept on file at the minor's work site. The employer needs to renew the parent/school authorization form when it expires every year in September.

How old do kids have to be to work?

Kids have to be 14 years old to work at non-agricultural jobs.

What about meal and rest breaks?

Fourteen- and 15-year-old workers may not work more than four hours without a 30-minute uninterrupted meal period. The meal period must be separate and distinct from, and in addition to, rest breaks. These minors must be provided a paid rest break of at least 10 minutes for every two hours worked. When working a four-hour period, they cannot be required to work more than two hours without either a 10-minute rest break or a 30-minute meal period.

Sixteen- and 17-year-old workers are entitled to an uninterrupted meal period of at least 30 minutes when working more than five hours a day. These minors are entitled to at least a 10-minute paid rest break for each four hours worked. They must receive a rest break at least every three hours.

What hours are minors in non-agricultural jobs permitted to work?

	14- and 15-year-olds		16- and 17-year-olds	
	School	Non-school*	School	Non-school**
Hours a day	3 hours (8 hours Sat.-Sun.)	8 hours	4 hours (8 hours Fri.-Sun.)	8 hours
Hours a week	16 hours	40 hours	20/28***	48 hours
Days a week	6 days	6 days	6 days	6 days
Start	7 a.m.	7 a.m.	7 a.m.	5 a.m.
Quit	7 p.m.	9 p.m.	10 p.m. (Midnight Fri. - Sat.)	Midnight

Note: Where applicable, hours listed for 14- and 15-year-olds reflect the more-restrictive federal laws.

* Non-school time for ages 14 and 15 is June 1 through Labor Day.

** Non-school time for ages 16 and 17 is during all school vacations.

*** For 16- and 17-year-old workers only, six-hour shifts and up to 28 hours per week are available through a special variance from the school district.

Minors working after 8 p.m. in service occupations, such as restaurants and retail businesses, must be supervised by an adult.

What is the minimum wage for minor workers?

The minimum wage for 16- and 17-year-old workers is the same as for adults. Minors under 16 may be paid 85 percent of the state minimum wage.

What duties are prohibited because they're too dangerous?

Experience has shown some jobs are potentially hazardous for young workers. Washington State and federal laws spell out which jobs are prohibited for minor workers.

The following is a general outline of prohibited duties. For a complete list, contact your local L&I office.

Prohibited hazardous duties for all minors:

- Explosives
- Mining
- Elevators
- Flagging
- Excavating
- Roofing
- Driving, if younger than 17. Seventeen-year-olds may drive under very limited circumstances.
- Firefighting
- Boilers or in engine rooms
- Earth-moving machines
- Logging and sawmill work
- Power-driven machines
- Nurses aide or assistant, unless the minor is in a state-certified program
- Work in freezers, meat coolers and in preparing meats for sale
- Operating or cleaning meat slicers
- Selling candy, flowers, etc., to passing motorists on the public right of way
- Work performed more than 10 feet above ground or floor level
- Manufacturing of brick, tile and kindred products
- Wrecking, demolition and shipbreaking operations
- Slaughtering, meat packing or processing
- Work in saunas or massage parlors
- Jobs requiring personal protective equipment
- Jobs with possible exposure to bodily fluids, or radioactive and hazardous substances

Prohibited hazardous duties for non-agricultural minors under 16:

- House-to-house sales
- Manufacturing
- Processing operations
- Public messenger
- Amusement parks
- Loading or unloading trucks
- Any power-driven machinery
- Transportation, warehouse, storage and construction
- Ladders and scaffolds
- In the following areas of retail, food or gasoline services: maintenance, window washing, cooking and baking, and operating food slicers

Are any variances to these rules possible?

Special variance

Sixteen- and 17-year-old students who want or need to work more than four hours a day or more than 20 hours per week in non-agricultural jobs may obtain a special variance to work up to 28 hours per week with the ability to work up to six-hour shifts Monday through Thursday. The special variance form is available from a participating school or L&I.

The special variance must be approved by the student's employer, parent and school. It does not require approval from L&I. The employer must complete the form's employer portion before the parent/guardian and school sign it. A copy of the variance must be kept on file at the minor's workplace and at the school.

Standard variance

When the employer shows good cause, L&I can grant additional variances for minors to work beyond the standard hours of work per week, beyond the standard shift lengths and for extended start and finish times. The employer originates the request. The form is available from L&I.

What are the penalties for violating non-agricultural child labor laws?

Permit revocation

L&I can revoke an employer's minor work permit if proper working conditions are not being met or if there are conditions that are detrimental to the health, safety or welfare of minor workers.

Penalties

L&I can assess civil penalties up to \$1,000 and criminal penalties on employers in violation of child labor laws. The size of the civil penalty depends on the severity of the violation.

Violations that result in the death or permanent disability of a child may result in a Class C felony charge. An employer who knowingly or recklessly violates child labor laws may be charged with a gross misdemeanor.

Under federal law, child labor violations may be subject to a civil penalty up to \$10,000 for each violation.

Are there any exceptions to these rules?

A 16- or 17-year-old may work non-school hours during the school year if the minor is married, a parent, possesses a certificate of educational competence (GED), is registered in bona fide college courses or is emancipated under Washington State law.

Employer checklist

Here's a checklist of what an employer needs when hiring a minor:

- ✓ A minor work permit endorsement
- ✓ A signed parent/school authorization form
- ✓ Proof of minor's age
- ✓ Personal data and employment description

For additional information

For more information on these laws, contact your local L&I office (listed as "Labor and Industries, Department of" in the government section of the telephone book) or call 360-902-5316.

On the web, go to:

www.LNI.wa.gov/WorkplaceRights/
and click on **teen workers**.

For information on federal laws, contact the U.S. Department of Labor, Wage and Hour division, at 206-398-8039.

On the web, go to:

www.youthrules.dol.gov
www.osha.gov/SLTC/teenworkers

This document is available in other formats to accommodate persons with disabilities. For assistance, call 1-800-547-8367. TDD users, please call 360-902-5797. The Department of Labor and Industries is an Equal Opportunity Employer.

